



Division of Minority
and Women's
Business Development

MWBE CERTIFICATION MADE EASY

*A “How to” Guide to the
New York State Contract System (NYSCS)*

A Division of Empire State Development

6/4/2015

Division of Minority & Women's Business Development



Division of Minority and
Women's Business
Development

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www.esd.ny.gov/MWBE.html

Welcome!

In fiscal year 2013-14, the State of New York's Division of Minority and Women's Business Development set a new record for MWBE utilization in state contracting - over 25% of all State spending - representing a total of nearly \$2 billion in contracts to certified MWBEs! Recently, Governor Cuomo set a goal of 30% utilization, the highest in the United States, designed to continue this momentum. This Division aims to meet or exceed this goal, through the continued promotion of equality of economic opportunities for MWBEs and the elimination of barriers to their participation in New York State contracts.

The first step to be considered for these MWBE procurement opportunities with the State of New York is to submit a **NEW Application.**"

"Certification Made Easy" is designed to help minority and/or women-owned businesses with the online certification process. There are navigation buttons on the bottom right hand-side on each slide to make it easier to access each section. Our staff are also available to assist with questions on navigation or certification.

We look forward to welcoming you as a New York State MWBE certified business!

Lourdes Zapata

Executive Director - Division of Minority & Women's Business Development

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Why Get Certified?

- Listing on the NYS MWBE Directory of Certified Firms.
- Access to MWBE procurement and/or contracting opportunities with NYS Agencies and Authorities.
- Customized alerts for upcoming procurement opportunities by registering with the NYS Contract Reporter.
- Access to statewide network of services and support for MWBEs: invitations for business development workshops, webinars, classes and customized technical assistance.
- Access to lending and bonding programs exclusively for certified MWBEs.

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Getting started.....

ny.newnycontracts.com

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3 Interrelated **BUT NOT** Interconnected Accounts

Three (3) Accounts/Profiles
(Each requiring its own separate ACTION)

New York State
Contract SYSTEM
Vendor Profile

New York State
Contract SYSTEM
Certification Account

New York State
Contract
REPORTER

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Accessing NYSCS - ny.newnycontracts.com



NEW YORK STATE Contract System











Governor's M/WBE Program

- Press Release
- Executive Order
- 2011 State of the State MWBE Clip
- 2012 State of the State MWBE Clip

Empire State Development

- Who We Are
- MWBE Division

Businesses
Want to Certify?

- Learn About Certification
- Apply for Certification**
- Recertify
- Update Profile

Find NYS Contracting Opportunities

- Bid & Grant Opportunities

Welcome to the New York State Contract System!
New York State Works for MWBEs

New York is working harder than ever to make this state the place to do business.

This website is the gateway to attract and grow minority-owned and women-owned businesses.

The system makes the state certification process more user friendly and enables businesses to easily interact with the state agencies and authorities who are responsible for implementing the Minority- and Women-Owned Business Enterprises (MWBE) program.

System Access Login

Username:

Password:

Search for Certified Firms

- MWBE Directory

NYSCS Links

- Home/Login
- Contact Us & Support
- Password Reminder
- Account Lookup
- Outreach & Program Notices
- FAQs

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The New York State Contract System is powered by B2Gnow Software.

Click on “Apply for Certification”

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NEW YORK STATE Contract System

Governor's M/WBE Program

- Press Release
- Executive Order
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Empire State Development

- Who We Are
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Businesses

Want to Certify?

- Learn About Certification
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- Recertify
- Update Profile

Find NYS Contracting Opportunities

- Bid & Grant Opportunities

Online M/WBE Certification

Welcome! Thank you for your interest in New York State's Minority and Women's Business Enterprise (MWBE) Certification Program. MWBE certification is administered by Empire State Development's Division of Minority and Women's Business Development. The mission of DMWBD is to promote equality of economic opportunities for MWBEs and to eliminate barriers to their participation in State contracts.

Need Help?

- Download the user manual
- Sign up for a Training Class

How MWBE Certification benefits your firm:

- Your certified firm is listed in the public Directory of Certified Minority and Women-Owned Business Enterprises
- Your firm attracts new business
- Your firm is sought by agencies seeking contractors and subcontractors
 - All State Agencies
 - Public Authorities
 - Federal Agencies
 - Corporations
- Free workshops, seminars, and networking events:
 - Visit the MWBE Resource Center at www.nyfirst.ny.gov

If you require technical assistance while completing the application, please use our online support form.

To continue, please select an option below:

Option 1

New Certification

Your firm is not currently certified with New York State and will submit a New or Fast Track application

Option 2

Recertification or Profile Update

Your firm is currently certified and you would like to update your profile or submit a recertification application.

Create Account

If you know your username and password for this system: » Login

If you need to lookup your account: » Lookup Account

Search for Certified Firms

- MWBE Directory

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Creating a Vender Profile – Option 1

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NEW YORK
STATE OF
OPPORTUNITY

**Division of Minority
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CREATE AN ACCOUNT



NEW YORK STATE Contract System











Governor's M/WBE Program

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- Executive Order
- 2011 State of the State MWBE Clip
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Empire State Development

- Who We Are
- MWBE Division

Businesses

Want to Certify?

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Find NYS Contracting Opportunities

- Bid & Grant Opportunities

Create Account in System

The process to apply for MBE/WBE certification with New York State involves 2 steps:

- Step 1: Create an account in our vendor management system.
- Step 2: Fill in and submit an electronic application.

Please fill in the information below. The account creation process takes only a couple of minutes, and all information can be updated at any time afterward. You will then be automatically directed to the start of the certification application form.

Important Note: If you received any form of notice from New York State, or are currently or previously certified, an account may have been pre-configured for you. Please look up your business to see if an account already exists. You can also check with Customer Service before registering to check for an existing account. If you are currently certified then your firm is already in the system.

If you have questions about this registration process or need more information, please contact Customer Service.

*** required entry**

Section 1: Business Lookup

Tax ID Number * Enter your firm's Tax ID Number and click Lookup to check if an account already exists.

(Federal Tax ID, 9 numbers, do not enter dashes or spaces)

Section 2: Business Information

Business Name *

DBA Name

Company Type *

Company Ethnicity

Company Gender

Search for Certified Firms

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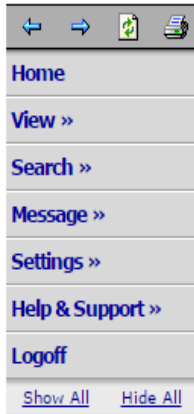
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THREE CLICKS TO LAUNCH NEW APPLICATION

Certification Application: Available Applications



State of New York



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Harlan Pruden,
Certification Made
Easy

New York State MWBE Certification Program

Welcome to the online certification application for New York State! You can electronically apply for the following certifications:

- New MWBE applicants
- Fast Track certifications for firms already hold a DBE, 8(a) or certain other MWBE certifications
- Recertification for current NYS certified MWBEs

To find out if you qualify, click below:

[View Qualifications for New York State MWBE Certification](#)

If you do not meet the qualifications, DO NOT CONTINUE. For guidance, please call (212) 803-2414 between the hours of 9:00 am and 5:00 pm Eastern Standard Time or email MWBEcertification@esd.ny.gov.

If you do qualify, please continue to the next section and click the option that fits your situation.

Select an Option

[You have been revoked, denied, or instructed to submit a new application.](#)

[You would like to update your certification profile or report a change.](#)

[Your firm has been or is currently certified by New York State.](#)

[Your firm has never been certified by New York State.](#)

1st Click

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THREE CLICKS TO LAUNCH NEW APPLICATION



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[You would like to update your certification profile or report a change.](#)

[Your firm has been or is currently certified by New York State.](#)

[Your firm has never been certified by New York State.](#)

[Your firm is based in New York State and is currently certified as an MBE and/or WBE by one of the entities listed below.](#)

(New York City Small Business Services, New York City School Construction Authority, The Port Authority of New York & New Jersey, New York & New Jersey Minority Supplier Development Council, Inc., Upstate New York Regional Minority Purchasing Council, Inc., The Women's President Educational Organization)

[Your firm is certified as a Disadvantaged Business Enterprise \(DBE\) in the U.S. DOT program from anywhere in the country.](#)

[Your firm is certified as a Federal 8\(a\) Disadvantaged Business with U.S. Small Business Administration.](#)

[Your firm is not certified by any of the New York agencies listed above, is not a DBE, and is not Federal 8\(a\) firm.](#)

**“FAST TRACK”
if firm has any
of the listed
certifications.**

2nd Click

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FAST TRACK Application

1. New York State based firms certified by:
 - County of Erie and City of Buffalo, Joint Certification Committee*
 - New York City Department of Small Business Services* (as a M and/or W)
 - New York City School Construction Authority
 - The Port Authority of New York & New Jersey
 - New York & New Jersey Minority Supplier Development Council, Inc.
 - Upstate New York Regional Minority Purchasing Council, Inc.
 - Women President's Education Organization
2. Certified as a Disadvantaged Business Entity with any Federally funded transportation agency from throughout the nation
3. Certified as Federal 8(a) Disadvantaged Business with U.S. Small Business Administration

The above certifications must be current and have more than three (3) remaining months before expiration to be eligible for FAST TRACK Application.

***Note:** Participating certification program may have geographic restrictions.

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THREE CLICKS TO LAUNCH NEW APPLICATION

Certification Application: Available Applications



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New York State MWBE Certification Program

Welcome to the online certification application for New York State! You can electronically apply for the following certifications:

- New MWBE applicants
- Fast Track certifications for firms already hold a DBE, 8(a) or certain other MWBE certifications
- Recertification for current NYS certified MWBEs

To find out if you qualify, click below:

[View Qualifications for New York State MWBE Certification](#)

If you do not meet the qualifications, DO NOT CONTINUE. For guidance, please call (212) 803-2414 between the hours of 9:00 am and 5:00 pm Eastern Standard Time or email MWBEcertification@esd.ny.gov.

If you do qualify, please continue to the next section and click the option that fits your situation.

Select an Option

[You have been revoked, denied, or instructed to submit a new application.](#)

[You would like to update your certification profile or report a change.](#)

[Your firm has been or is currently certified by New York State.](#)

[Your firm has never been certified by New York State.](#)

[Your firm is based in New York State and is currently certified as an MBE and/or WBE by one of the entities listed below.](#)

(New York City Small Business Services, New York City School Construction Authority, The Port Authority of New York & New Jersey, New York & New Jersey Minority Supplier Development Council, Inc., Upstate New York Regional Minority Purchasing Council, Inc., The Women's President Educational Organization)

[Your firm is certified as a Disadvantaged Business Enterprise \(DBE\) in the U.S. DOT program from anywhere in the county.](#)

[Your firm is certified as a Federal 8\(a\) Disadvantaged Business with U.S. Small Business Administration.](#)

[Your firm is not certified by any of the New York agencies listed above, is not a DBE, and is not Federal 8\(a\) firm.](#)

[» Submit a new MWBE application.](#)

3rd Click – “NEW APPLICATION”

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PRE-SCREENING CHECK-LIST



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Certification Application: Start Certification Application

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Application Type Information

Certifying Agency	New York State
Application Type	New Application
Description	New York State M/WBE Certification Standard Application and Affidavit

New York State New Certification Application

This application is for NEW Minority/Women Business Enterprise certification.

If your firm is currently certified as a Federal 8(a) firm, a DBE firm in the U.S. DOT program, or as an MBE, WBE, or M/WBE with a qualifying agency in New York State, please return to the previous page and select the matching Fast Track application form.

For guidance, please call (212) 803-2414 between the hours of 9:00 am and 5:00 pm Eastern Standard Time or email M/WBE_Certification@esd.ny.gov.

Select a company type and application auto-fill option. Confirm or enter your personal and company email addresses to permit us to contact you quickly for technical support, if needed.

Company & Contact Information

Your Email Address	<input type="text" value="your email address"/>
Company Email	<input type="text" value="your email address"/>
Company Type *	<input type="text" value="Sole Proprietorship"/>
Application Auto-Fill *	<input type="radio"/> Use existing account information to auto-fill application

The following basic criteria is used to evaluate eligibility for certification. However, meeting these basic items does not guarantee that an application will be approved. This is only intended as a general overview to see if your firm should apply for certification.

Eligibility Requirements

- Are you certified as a Disadvantaged Business Enterprise (DBE)?
- Are you certified as a Federal 8(a) Business?
- Are you certified with a local New York agency (New York City Small Business Services, New York City School Construction Authority, New York & New Jersey Minority Supplier Development Council, Inc., Upstate New York Regional Minority Purchasing Council, Inc., The Women's President Educational Organization)?
- Is your firm seeking M/WBE re-certification or has your certification lapsed?
- Is your firm at least 51% owned, operated and controlled by minorities or women?
- Does the minority or woman owner exercise the authority to independently control the day-to-day operations of the business?
- Is this firm "publicly owned"?
- Is this firm "owned wholly or in part by another company"?
- Does this firm employ more than 300 full-time equivalent employees?
- Does any minority or woman owner, upon which certification is based for this firm have a personal net worth which exceeds \$3.5 million, minus allowable deductions?
- Has this firm been operational and active for at least one year?
- Is this firm not-for-profit?
- Is this firm incorporated in New York State or does this firm have the Authority to do business in New York State?

- | | |
|---------------------------|--------------------------|
| <input type="radio"/> Yes | <input type="radio"/> No |
| <input type="radio"/> Yes | <input type="radio"/> No |
| <input type="radio"/> Yes | <input type="radio"/> No |
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| <input type="radio"/> Yes | <input type="radio"/> No |

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Program Eligibility

Under Article 15-A of the Executive Law, any for-profit firm that is at least fifty-one percent (51%) owned, operated and controlled by citizens or permanent resident aliens who are either a woman and/or minority is eligible for certification.

List of minority groups who are eligible for certification:

- Black persons having origins from any of the Black African racial groups.
- Hispanic persons of Mexican, Puerto Rican, Dominican, Cuban, Central or South American descent of either Native American or Latin American origin, regardless of race.
- Asian-Pacific persons having origins from the Far East, Southeast Asia or the Pacific Islands.
- Asian-Indian subcontinent persons having origins from the Indian subcontinent.
- Native American persons having origins in any of the original peoples of North America.

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An MWBE applicant must successfully demonstrate the following:

Ownership, Operation and Control: All firms seeking MBE, WBE or MWBE certification must be independently owned, operated and controlled by minority and/or women members. The ownership must be real, substantial and continuing, and the minority and/or women members must exercise the authority to independently control the day-to-day business decisions.

Personal Net Worth (PNW) Restriction: Each minority or woman owner upon whom certification is based, cannot have a personal net worth exceeding \$3.5 million after allowable deductions. These are: individual's share of their primary residence including the mortgage for that residence; ownership interest in the applicant firm and up to \$500,000 of any qualified retirement savings plan.

Small Business Restriction: The firm cannot exceed more than 300 full time equivalent employees.

Independent, Active and In Business One Year: The firm must operate independently of other firms, must demonstrate business activity and, generally, the business is required to be in operation for at least one year.

Out of State Applicants: Firm to be currently certified as a MWBE in their home state, if a similar process exists, and before applying for MWBE certification firm must be registered and authorized to conduct business in the state of New York and have a presence in New York.

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DOCUMENT LIST – MANDATORY & REQUIRED



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Certification Application: Document List Preview for Sole Proprietorship

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In addition to completing an application form, you will be required to submit supporting documents with your application. These documents can be submitted in electronic or hardcopy format, but must be all of the same format (e.g. all electronic or all hardcopy). Applications and documentation submitted electronically are reviewed faster. Processing of applications submitted with hardcopy documentation cannot begin until the documents are received by the organization.

Mandatory documents must be submitted with your application; there are no exceptions. **Required** documents must be submitted if applicable to the type of your firm and nature of its work. If you have any questions, please contact us before starting.

Review the items below **before** beginning the process to ensure you are able to and are comfortable providing the requested information. If you are unable or unwilling to provide the **Mandatory** documents, **do not proceed**. Failure to submit the attachments without an explanation will result in a delay in processing and your firm could ultimately be denied certified.

This document list will continue to be available after you start the certification application (Click the **Documents** tab). You can also print the list to [your printer](#) or a [PDF file](#).

Mandatory Documents

All mandatory documents must be provided with the application. Failure to submit a mandatory document will result in a delay in processing and/or could result in denial.

Document	Download File	Document Description
Certification Application Notarization (New Application)	Download	Download, print, sign, notarize and provide this affidavit with your application.
Personal Net Worth Affidavit, Attachment A for each minority or woman upon which certification is based	Download	Download, print, complete, sign, date, and notarize the provided form.
Current year business Financial Statements: including Year-To-Date Balance Sheet and Profit & Loss Statement		Taxes cannot be used for this requirement.
Most recent three (3) years of Federal, and State tax returns for the BUSINESS including all statements, schedules, and amendments		Copies submitted must be true and correct copies of the original business tax returns as submitted to the IRS and any other applicable entities.
Most recent two (2) years of Federal and State PERSONAL tax returns; including all schedules, W2s, statements and amendments for each minority or woman upon which certification is based		Include all W2s, 1099s, Schedule K-1s and all applicable attachments, etc. Copies submitted must be true and correct copies of the original personal tax returns as submitted to the IRS and any other applicable entities.
Documented proof of sources of capitalization and investments		Cancelled checks (both sides), bank statements, purchase receipts, any loan agreements, etc.
Bank signature card or letter from the bank identifying persons authorized to conduct transactions, level of authority and limitations, if any, on all business accounts		
Proof of US Citizenship or Proof of permanent resident alien status (i.e. permanent resident "green" card.) for each Minority or Woman who has an ownership interest in the applicant firm		For proof of US Citizenship: Birth Certificate, U.S. Passport, Naturalization Certificate, etc.. For proof of permanent resident alien status: permanent resident "green" card.
Resumes of all principals, partners, officers and/or key employees of the firm		Show home address and telephone number, all education, training, and employment history with dates.
Current, signed lease or Deed for all locations where your firm conducts business		Provide proof of ownership of the space or home (with a Deed or mortgage agreement) or proof of agreement made for rent in exchange for the space the business occupies. If you do not have a formal lease, provide a statement that you do not have a lease or agreement. If you pay rent but do not have a current lease, in lieu of a lease or agreement, provide 6 months of rent payments in the

Document list will vary depending on business structure & application type.

Print or Save the list of mandatory & required documents.

Download, Print and Complete these documents.

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NEW YORK
STATE OF
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DOCUMENT LIST – MANDATORY & REQUIRED (CONTINUE)

Required Documents

Required documents must be provided when applicable to your firm. Failure to submit a required document without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Document	Download File	Document Description
Personal Net Worth Worksheet, Attachment B for each minority or woman upon which certification is based that has a net worth exceeding \$1.3 million Proof of gender (any government-issued identification) Proof of minority status as described in the definition of MBE under Article 15-A for for each Minority who has an ownership interest in the applicant firm	Download	<p>Download, print, complete (along with Social Security number), sign, date, and notatize the provided form. Click here to download instructions for filling out the Worksheet.</p> <p>Required for applicants for WBE or MWBE certification. Copy of passport, birth certificate, or any other official document.</p> <p>Required for applicants for MBE certification and must explicitly state ethnicity or race. Valid forms of documentation include Birth Certificate – yours or parent, or grandparent; Death Certificate – parent or grandparent; Tribal Card/Records; Military Records; Naturalization Papers – yours, parent or grandparent; official court rule specifically recognizing applicant's minority decent – yours, parent, or grandparent; any documentation issued by a Federal, State, or Local Government entity establishing that the applicant, the applicant's parent or grandparent is a member of a minority group as recognized under Article 15-A.</p> <p>Out-of-State firms should attach copy of their home state certification, if similar process exists.</p> <p>New York State Division of Minority and Women Business Development is subject to the Freedom of Information Law, which governs the process for the public disclosure of certain records maintained by the program. The request for exception must be in writing and state why the information should be excepted, specifying the items or portions for which the exemption is</p>
All signed third party agreements including equipment rentals, purchase agreements, management, service agreements, etc. Any certification, decertification or denial of certification documentation Any employment agreements Copies of all licenses, permits, certifications, and/or accreditations utilized by this firm to conduct business, including those held by individual Copy of the New York State Vendor Tax Registration Signed lease Agreements or proof of ownership for office space, yard space, warehouse space, and/or equipment Vehicle registration(s) for all vehicles used for business purposes and/or charged to the Business Written request for exemption from disclosure regarding trade secrets Written request for exemption from public disclosure of certain records maintained by the program		

Download, Print and Complete these Documents.



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Documented proof of sources of capitalization and investments	Cancelled checks (both sides), bank statements, purchase receipts, any loan agreements, etc.
Bank signature card or letter from the bank identifying persons authorized to conduct transactions, level of authority and limitations, if any, on all business accounts	
Proof of US Citizenship or Proof of permanent resident alien status (i.e. permanent resident "green" card.) for each Minority or Woman who has an ownership interest in the applicant firm	For proof of US Citizenship: Birth Certificate, U.S. Passport, Naturalization Certificate, etc.. For proof of permanent resident alien status: permanent resident "green" card.
Resumes of all principals, partners, officers and/or key employees of the firm	Show home address and telephone number, all education, training, and employment history with dates.
Current, signed lease or Deed for all locations where your firm conducts business	Provide proof of ownership of the space or home (with a Deed or mortgage agreement) or proof of agreement made for rent in exchange for the space the business occupies. If you do not have a formal lease, provide a statement that you do not have a lease or agreement. If you pay rent but do not have a current lease, in lieu of a lease or agreement, provide 6 months of rent payments in the form of cancelled checks (both front and back).
Business Certificate, including any amendments	
Copy of Certificate of Trade Name or Business Trade Name filed with County Clerk, including amended certificates	If doing business under an assumed name.
If out-of-state business, provide a New York State Vendor Tax Number	Can be obtained by contacting the New York State Department of Taxation and Finance at (800) 972-1233.

Required Documents

Required documents must be provided when applicable to your firm. Failure to submit a required document without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Document	Download File	Document Description
Personal Net Worth Worksheet, Attachment B for each minority or woman upon which certification is based that has a net worth exceeding \$1.3 million	Download	Download, print, complete (along with Social Security number), sign, date, and notarize the provided form. Click here to download instructions for filling out the Worksheet.
Proof of gender (any government-issued identification)		Required for applicants for WBE or MWBE certification. Copy of passport, birth certificate, or any other official document.
Proof of minority status as described in the definition of MBE under Article 15-A for for each Minority who has an ownership interest in the applicant firm		Required for applicants for MBE certification and must explicitly state ethnicity or race. Valid forms of documentation include Birth Certificate – yours or parent, or grandparent; Death Certificate – parent or grandparent; Tribal Card/Records; Military Records; Naturalization Papers – yours, parent or grandparent; official court rule specifically recognizing applicant's minority descent – yours, parent, or grandparent; any documentation issued by a Federal, State, or Local Government entity establishing that the applicant, the applicant's parent or grandparent is a member of a minority group as recognized under Article 15-A.
All signed third party agreements including equipment rentals, purchase agreements, management, service agreements, etc.		
Any certification, decertification or denial of certification documentation		Out-of-State firms should attach copy of their home state certification, if similar process exists.
Any employment agreements		
Copies of all licenses, permits, certifications, and/or accreditations utilized by this firm to conduct business, including those held by individual		
Copy of the New York State Vendor Tax Registration		
Signed lease Agreements or proof of ownership for office space, yard space, warehouse space, and/or equipment		
Vehicle registration(s) for all vehicles used for business purposes and/or charged to the Business		
Written request for exemption from disclosure regarding trade secrets		
Written request for exemption from public disclosure of certain records maintained by the program		New York State Division of Minority and Women Business Development is subject to the Freedom of Information Law, which governs the process for the public disclosure of certain records maintained by the program. The request for exception must be in writing and state why the information should be excepted, specifying the items or portions for which the exemption is requested.
Proof of business activity in the form of a signed contract or purchase order		Provide this documentation if the firm has no revenues in the last three years.
Addendum for MWBE Certification with County of Erie and City of Buffalo, Joint Certification Committee	Download	Download, print, complete the addendum in full, and provide with your application. See downloadable document for more information.
Addendum for MWBE Certification with New York City Department of Small Business Services	Download	Download, print, complete the addendum in full, and provide with your application. See downloadable document for more information.
Addendum for MWBE Certification with The Port Authority of New York and New Jersey	Download	Download, print, complete the addendum in full, and provide with your application. See downloadable document for more information.

Addendums "One-Stop" Certification Application

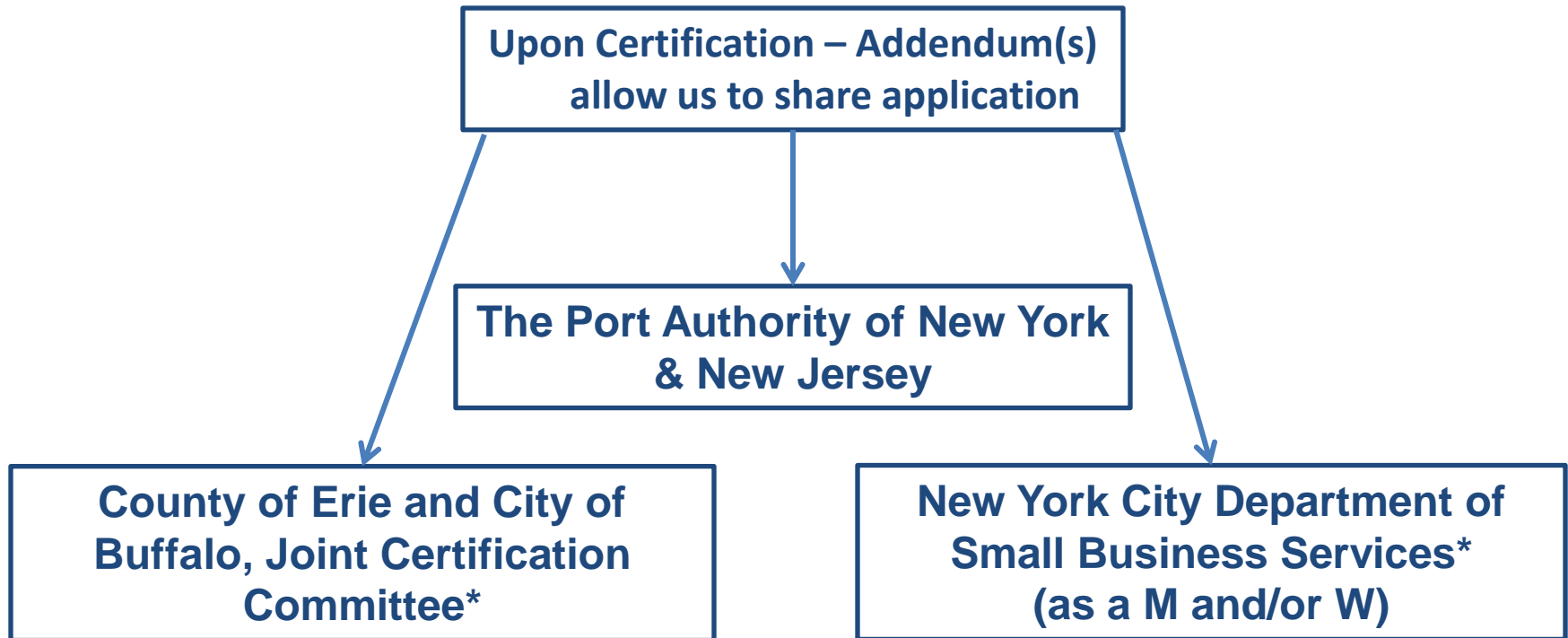


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the application process

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“One-Stop” Certification Application (only available to New Applicants)



***Note: Participating certification program have geographic restrictions.**



CERTIFICATION APPLICATION – MAIN SUMMARY



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Logged on as:
Harlan Pruden,
Certification Made
Easy

Certification Application: Main Summary

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Certification Made Easy
Application Type: New Application
Application Number: 1559035

Application status: **Incomplete**
Application started: 4/7/2014

Fill in each of the sections noted below by clicking the Process buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

Need Help?

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Application Information

Application Type	New Application
Certifying Agency	New York State
Business Name	Certification Made Easy
Current Status	Incomplete
Application Number	1559035
Date for Deletion	7/6/2014 (Extend)
Contact Person	Harlan Pruden (Add user not on list)

Sections and Documentation

Section	Actions	Status
Company Profile	Process	Incomplete: 1 completed of 16 required; 0 completed of 8 optional
Ownership Information for Sole Proprietorship	Process	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
Commodities and Services	Process	Incomplete: 0 completed of 4 required; 0 completed of 9 optional
Business Operations	Process	Incomplete: 0 completed of 6 required; 0 completed of 0 optional
Company's Assets & Liabilities	Process	Incomplete: 0 completed of 7 required; 0 completed of 0 optional
Affiliations	Process	Incomplete: 0 completed of 11 required; 0 completed of 0 optional
Outside Consultants	Process	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
Other Certifications	Process	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
Document List	Process	Incomplete: 0 attached of 13 mandatory; 0 attached of 15 required

Signature and Submittal

Section	Actions	Status
Signature	Sign	
Submittal	Submit	

[Delete Application](#)

In 90 days, if the application is not submitted – it will be deleted. This deadline can also be EXTENDED!

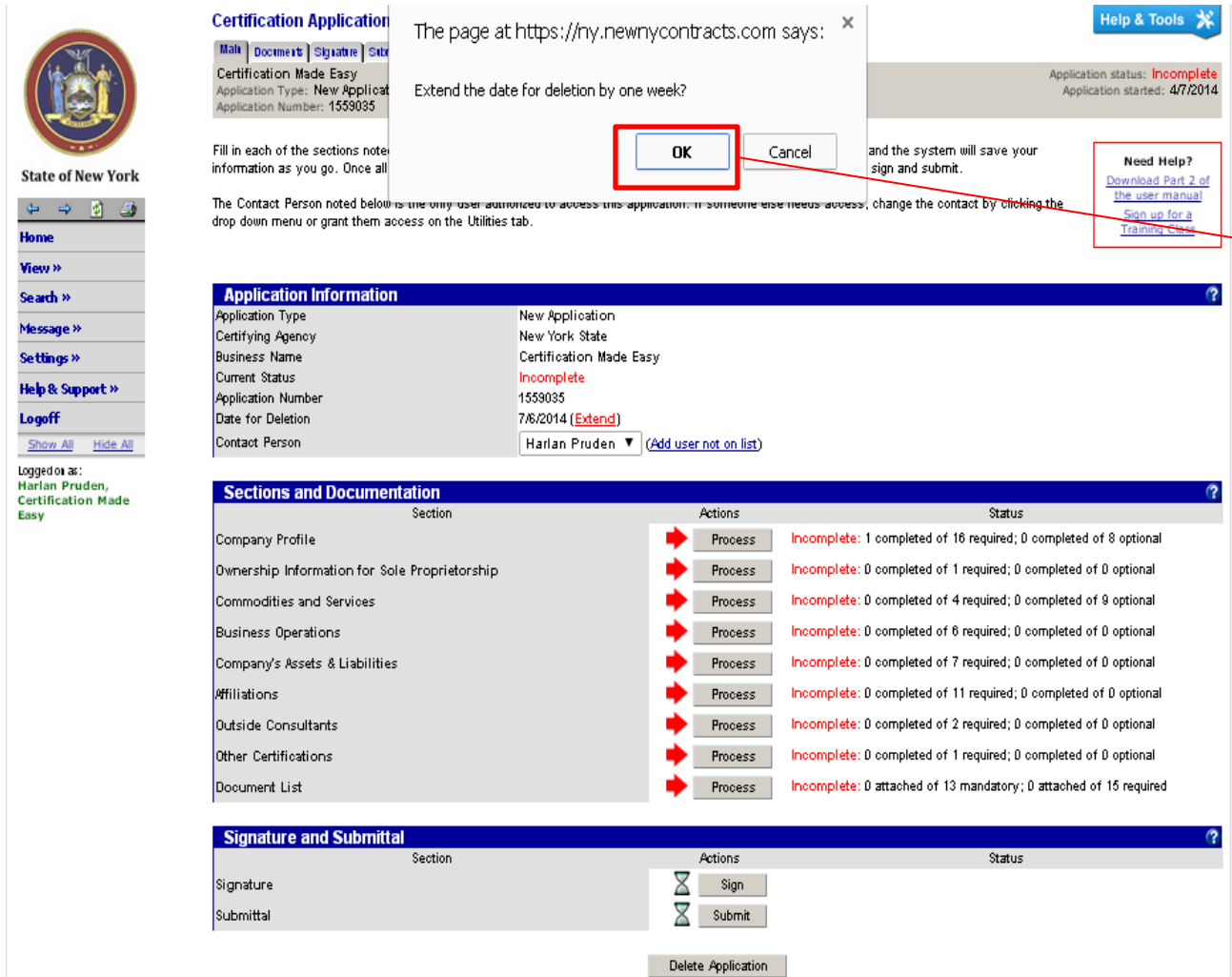
Applications are **DELETED** on the date listed and can not be recovered.



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EXTENDING THE APPLICATION DEADLINE



Certification Application

Mail Document Signature Site

Certification Made Easy
Application Type: New Application
Application Number: 1559035

Fill in each of the sections noted as the contact person as you go. Once all information is entered, click the 'Sign and Submit' button.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

Application status: **Incomplete**
Application started: 4/7/2014

and the system will save your sign and submit.

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Application Information

Application Type	New Application
Certifying Agency	New York State
Business Name	Certification Made Easy
Current Status	Incomplete
Application Number	1559035
Date for Deletion	7/6/2014 (Extend)
Contact Person	Harlan Pruden (Add user not on list)

Logged on as: Harlan Pruden, Certification Made Easy

Sections and Documentation

Section	Actions	Status
Company Profile	Process	Incomplete: 1 completed of 16 required; 0 completed of 8 optional
Ownership Information for Sole Proprietorship	Process	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
Commodities and Services	Process	Incomplete: 0 completed of 4 required; 0 completed of 9 optional
Business Operations	Process	Incomplete: 0 completed of 6 required; 0 completed of 0 optional
Company's Assets & Liabilities	Process	Incomplete: 0 completed of 7 required; 0 completed of 0 optional
Affiliations	Process	Incomplete: 0 completed of 11 required; 0 completed of 0 optional
Outside Consultants	Process	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
Other Certifications	Process	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
Document List	Process	Incomplete: 0 attached of 13 mandatory; 0 attached of 15 required

Signature and Submittal

Section	Actions	Status
Signature	Sign	
Submittal	Submit	

Delete Application

Click "OK" to
EXTEND the
deadline by ONE
WEEK. This can be
done as many
times as you like!



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CERTIFICATION APPLICATION – COMPANY PROFILE



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Logged on as:
Harlan Pruden,
Certification Made
Easy

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Certification Made Easy

Application Type: New Application

Application Number: 1559035

Application status: **Incomplete**

Application started: 4/7/2014

Fill in each of the sections noted below by clicking the Process buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

Need Help?

[Download Part 2 of the user manual](#)
[Sign up for a Training Class](#)

Application Information

Application Type	New Application
Certifying Agency	New York State
Business Name	Certification Made Easy
Current Status	Incomplete
Application Number	1559035
Date for Deletion	7/6/2014 (Extend)
Contact Person	Harlan Pruden ▾ (Add user not on list)

Sections and Documentation

Section	Actions	Status
Company Profile	Process	Incomplete: 1 completed of 16 required; 0 completed of 8 optional
Ownership Information for Sole Proprietorship	Process	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
Commodities and Services	Process	Incomplete: 0 completed of 4 required; 0 completed of 9 optional
Business Operations	Process	Incomplete: 0 completed of 6 required; 0 completed of 0 optional
Company's Assets & Liabilities	Process	Incomplete: 0 completed of 7 required; 0 completed of 0 optional
Affiliations	Process	Incomplete: 0 completed of 11 required; 0 completed of 0 optional
Outside Consultants	Process	Incomplete: 0 completed of 2 required; 0 completed of 0 optional
Other Certifications	Process	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
Document List	Process	Incomplete: 0 attached of 13 mandatory; 0 attached of 15 required

Signature and Submittal

Section	Actions	Status
Signature	Sign	
Submittal	Submit	

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Company Profile –
Click “Process”
and begin.



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COMPANY PROFILE



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Logged on as:
Harlan Pruden,
Certification Made Easy

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Certification Made Easy
Application Type: New Application
Application Number: 1559035

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Application status: **Incomplete**
Application started: 4/7/2014

Please answer all questions as completely as possible and that are applicable to your business. Questions highlighted in red are required and must be completed in order to submit your application. If a required field is not applicable to your firm mark it as N/A. Questions highlighted in yellow are optional; please complete all those that apply to your business.

Click Save Draft frequently while filling out the form to ensure that your information is saved. Once saved, you can return to the section at any time to continue. Some questions may not be shown in this section due to your company type.

Question Color Coding

- Required & incomplete
- Optional & incomplete
- Complete

Save Draft

Save & Return

Cancel

* required entry

Section Status

Company Profile Section Status

Complete

- 4 incomplete out of 8 optional

Completed By

Harlan Pruden

Date Completed

4/7/2014 9:25:54 AM

Section Questions

1.A. This firm is applying for certification as *

Required

Check one or both categories.

- ☒ Minority Business Enterprise (MBE)
☐ Woman Business Enterprise (WBE)

1.B. Name of applicant firm *

Required

Enter the full legal name of the enterprise. For example, a corporation named ABC Construction, Inc. should be identified as "ABC Construction, Inc.", not as "ABC Construction".

Certification Made Easy

1.C. "Doing Business As" (DBA) Name

Optional

Complete if firm does business under an assumed or trade name that is different from its legal name.

1.D. Business Address *

Required

Must represent a physical location; no PO Box allowed.

833 Third Ave Address line 1
33rd fl Address line 2
Address line 3
new york City
NY 10017 State, Zip4

1.E. Mailing Address *

Required

833 Third Ave Address line 1
33rd fl Address line 2
Address line 3
new york City

Fill in the required information. When completed, click "Save & Return" to return to the MAIN SUMMARY page.

Notes what is completed and what is incomplete.



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COMPANY PROFILE COMPLETED



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Application Type: New Application
Application Number: 1559035

Application status: **Incomplete**
Application started: 4/7/2014

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Fill in each of the sections noted below by clicking the Process buttons. You can complete the sections in any order, and the system will save your information as you go. Once all sections have been completed, the application will be complete and you will be able to sign and submit.

The Contact Person noted below is the only user authorized to access this application. If someone else needs access, change the contact by clicking the drop down menu or grant them access on the Utilities tab.

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Application Information

Application Type: New Application
Certifying Agency: New York State
Business Name: Certification Made Easy DBA NE2SS
Current Status: **Incomplete**
Application Number: 1559035
Date for Deletion: 7/13/2014 ([Extend](#))
Contact Person: Harlan Pruden [\(Add user not on list\)](#)

Sections and Documentation

Section	Actions	Status
Company Profile	Process	Complete (Harlan Pruden, 4/8/2014): 16 completed of 16 required; 2 completed of 8 optional
Ownership Information for Sole Proprietorship	Process	Complete (Harlan Pruden, 4/8/2014): 1 completed of 1 required; 8 completed of 0 optional
Commodities and Services	Process	Incomplete: 3 completed of 4 required; 0 completed of 9 optional
Business Operations	Process	Incomplete: 5 completed of 6 required; 0 completed of 0 optional
Company's Assets & Liabilities	Process	Incomplete: 6 completed of 7 required; 0 completed of 0 optional
Affiliations	Process	Incomplete: 10 completed of 11 required; 0 completed of 0 optional
Outside Consultants	Process	Incomplete: 1 completed of 2 required; 0 completed of 0 optional
Other Certifications	Process	Incomplete: 0 completed of 1 required; 0 completed of 0 optional
Document List	Process	Incomplete: 0 attached of 13 mandatory; 0 attached of 15 required

Signature and Submittal

Section	Actions	Status
Signature	Sign	
Submittal	Submit	

Green Check
Mark – Section
Completed!

Attaching &
Uploading
Documents.



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SUPPORTING DOCUMENTS – ELECTRONIC OR PAPER?



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Certification Made Easy

Application Type: New Application

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Application status: **Incomplete**

Application started: 4/7/2014

State of New York

Electronic or hardcopy documentation is accepted for this application type. Please select below the format you want to use for this application. **Once a format is selected, all documents for this application must be provided in the same format, e.g. all electronic or all hardcopy. Applications submitted with electronic documentation are able to be received by the organization and reviewed faster. Processing of applications submitted with hardcopy documentation cannot begin until the documents are received by the organization.**

Note: this application allows faxing of documents to the system. Select electronic documentation to use this option.

Select a Document Format:

Electronic/Fax

Documents will be electronically attached securely and confidentially to this application. You can also fax documents to the system and they will be automatically attached to the application. This option automatically receives and validates documents, resulting in the fastest processing of your application.

or

Hardcopy

Documents will be provided by you in hardcopy format. This option may delay processing while documents are received and validated.

Submitting Electronic/Fax documents will result in a **FASTER** processing of applications.

Mailed hardcopy documents will result in **SLOWER** processing of applications.

Logged on as:
Marlan Pruden,
Certification Made
Easy



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SELECTING ELECTRONIC/FAX FORMAT

Certification Application

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Certification Made Easy
Application Type: New Application
Application Number: 1559035

Application status: **Incomplete**
Application started: 4/7/2014

The page at <https://ny.newnycontracts.com> says:

Select electronic document format?

OK Cancel

Electronic or hardcopy documents for this application must be submitted to the organization and reviewed for approval.

Note: this application allows faxing of documents to the system. Select electronic documentation to use this option.

Select a Document Format:

Electronic/Fax or **Hardcopy**

Documents will be electronically attached securely and confidentially to this application. You can also fax documents to the system and they will be automatically attached to the application. This option automatically receives and validates documents, resulting in the fastest processing of your application.

Documents will be provided by you in hardcopy format. This option may delay processing while documents are received and validated.

Select Electronic Document Format Select Hardcopy Document Format

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Select "OK" for Electronic/Fax Format Submission



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 Certification Made
 Easy

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Certification Made Easy
 Application Type: New Application
 Application Number: 1559035

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Application status: **Incomplete**
 Application started: 4/7/2014

Note that some documents are required due to the nature of your firm. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Instructions for attaching files » [click here to show](#)

Note: this application allows faxing of documents to the system. To use this option, click the **Attach All Docs Via Fax** button below or any individual Fax link to display and print a fax cover page. Additional instructions will be included on the cover page.

All copies of contracts, agreements, and other documents requiring a signature to be valid must be submitted in their signed form.

Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided. New York State will review these original documents, including the signed and notarized certification affidavit, during the site visit, if applicable. Furthermore, New York State reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

Status

Document List Status

Document Format

Incomplete: 0 attached of 13 mandatory; 0 attached of 18 required

Electronic documents only. This document checklist is used to securely and confidentially attach electronic files to the application.

[\[Clear document format selection\]](#)
[Refresh List](#)[Attach All Docs Via Fax](#)[Return](#)

Mandatory Documents

Mandatory documents cannot be marked as not applicable. All mandatory documents must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your application and/or delay in processing. If unsure how to proceed, please contact Customer Support.

Attach (Refresh)	Document (Refresh)	Download Form	Document Description (Refresh)	Status (Refresh)
Attach Fax	Certification Application Notarization (New Application)	Download	Download, print, sign, notarize and provide this affidavit with your application.	NOT attached
Attach Fax	Personal Net Worth Affidavit, Attachment A for each minority or woman upon which certification is based	Download	Download, print, complete, sign, date, and notarize the provided form.	NOT attached
Attach Fax	Current year business Financial Statements: including Year-To-Date Balance Sheet and Profit & Loss Statement		Taxes cannot be used for this requirement.	NOT attached
Attach Fax	Most recent three (3) years of Federal, and State tax returns for the BUSINESS including all statements, schedules, and amendments		Copies submitted must be true and correct copies of the original business tax returns as submitted to the IRS and any other applicable entities.	NOT attached
Attach Fax	Most recent two (2) years of Federal and State PERSONAL tax returns; including all schedules, W2s, statements and amendments for each minority or woman upon which certification is based		Include all W2s, 1099s, Schedule K-1s and all applicable attachments, etc. Copies submitted must be true and correct copies of the original personal tax returns as submitted to the IRS and any other applicable entities.	NOT attached
Attach Fax	Documented proof of sources of capitalization and investments		Cancelled checks (both sides), bank statements, purchase receipts, any loan agreements, etc.	NOT attached
			-	NOT attached

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rel of



Division of Minority
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Select "Attach"

SELECTING THE DOCUMENT



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Upload a File

Close

Document Type: Certification Application Notarization (New Application)

Click **Browse...** to choose a file from your computer and click **Upload File**. The file will be uploaded to the system and automatically associated with the document type. You can view the attached file after uploading once the page refreshes. Any files over 10MB will be rejected.

Select Document to Attach *

Choose File

No file chosen

File Title (if left blank, File Title will default to the File Name)

File Description

Upload File

[Attach](#) [Fax](#) Documented proof of sources of capitalization and investments

[Attach](#) [Fax](#) Bank signature card or letter from the bank identifying persons authorized to conduct transactions, level of authority and limitations, if any, on all business accounts

[Attach](#) [Fax](#) Proof of US Citizenship or Proof of permanent resident alien status (i.e. permanent resident "green" card.) for each Minority or Woman who has an ownership interest in the applicant firm

[Attach](#) [Fax](#) Resumes of all principals, partners, officers and/or key employees of the firm

[Attach](#) [Fax](#) Current, signed lease or Deed for all locations where your firm conducts business

[Attach](#) [Fax](#) Business Certificate, including any amendments

[Attach](#) [Fax](#) Copy of Certificate of Trade Name or Business Trade Name filed with County Clerk, including amended certificates

[Attach](#) [Fax](#) If out-of-state business, provide a New York State Vendor Tax Number

Do not attach other files in lieu of the requested documents; doing so may result in application denial for Support.

Document Description (Refresh)	Status (Refresh)
print, sign, notarize and provide with your application.	NOT attached
print, complete, sign, date, and provide form.	NOT attached
not be used for this requirement.	NOT attached
mitted must be true and correct the original business tax returns as to the IRS and any other entities.	NOT attached
W2s, 1099s, Schedule K-1s and all attachments, etc. Copies must be true and correct copies of personal tax returns as submitted to the IRS and any other applicable entities.	NOT attached
Cancelled checks (both sides), bank statements, purchase receipts, any loan agreements, etc.	NOT attached
-	NOT attached
For proof of US Citizenship: Birth Certificate, U.S. Passport, Naturalization Certificate, etc.. For proof of permanent resident alien status: permanent resident "green" card.	NOT attached
Show home address and telephone number, all education, training, and employment history with dates.	NOT attached
Provide proof of ownership of the space or home (with a Deed or mortgage agreement) or proof of agreement made for rent in exchange for the space the business occupies. If you do not have a formal lease, provide a statement that you do not have a lease or agreement. If you pay rent but do not have a current lease, in lieu of a lease or agreement, provide 6 months of rent payments in the form of cancelled checks (both front and back).	NOT attached
-	NOT attached
If doing business under an assumed name.	NOT attached
Can be obtained by contacting the New York State Department of Taxation and Finance at (800) 972-1233.	NOT attached

Refresh List

Attach All Docs Via Fax

Return

“Choose File” is the same process as attaching a file to an email.



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FAXING DOCUMENTS



Certification Application: Document List

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Certification Made Easy
 Application Type: New Application
 Application Number: 1559035

Application status: **Incomplete**
 Application started: 4/7/2014

State of New York

[Home](#)[View >>](#)[Search >>](#)[Message >>](#)[Settings >>](#)[Help & Support >>](#)[Logoff](#)[Show All](#) [Hide All](#)

Logged on as:
 Harlan Pruden,
 Certification Made
 Easy

Note that some documents are required due to the nature of your firm. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Instructions for attaching files » [click here to show](#)

Note: this application allows faxing of documents to the system. To use this option, click the **Attach All Docs Via Fax** button below or any individual Fax link to display and print a fax cover page. Additional instructions will be included on the cover page.

All copies of contracts, agreements, and other documents requiring a signature to be valid must be submitted in their signed form.

Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided. New York State will review these original documents, including the signed and notarized certification affidavit, during the site visit, if applicable. Furthermore, New York State reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

Status

Document List Status

Document Format

Incomplete: 0 attached of 13 mandatory; 0 attached of 15 required

Electronic documents only. This document checklist is used to securely and confidentially attach electronic files to the application.

[\[Clear document format selection\]](#)
[Refresh List](#)
[Attach All Docs Via Fax](#)
[Return](#)

Mandatory Documents

Mandatory documents cannot be marked as **not applicable**. All mandatory documents must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your application and/or delay in processing. If unsure how to proceed, please contact Customer Support.

Attach (Refresh)	Document (Refresh)	Download Form	Document Description (Refresh)	Status (Refresh)
Attach Fax	Certification Application Notarization (New Application)	Download	Download, print, sign, notarize and provide this affidavit with your application.	NOT attached
Attach Fax	Personal Net Worth Affidavit, Attachment A for each minority or woman upon which certification is based	Download	Download, print, complete, sign, date, and notarize the provided form.	NOT attached
Attach Fax	Current year business Financial Statements: including Year-To-Date Balance Sheet and Profit & Loss Statement		Taxes cannot be used for this requirement.	NOT attached
Attach Fax	Most recent three (3) years of Federal, and State tax returns for the BUSINESS including all statements, schedules, and amendments		Copies submitted must be true and correct copies of the original business tax returns as submitted to the IRS and any other applicable entities.	NOT attached
Attach Fax	Most recent two (2) years of Federal and State PERSONAL tax returns; including all schedules, W2s, statements and amendments for each minority or woman upon which certification is based		Include all W2s, 1099s, Schedule K-1s and all applicable attachments, etc. Copies submitted must be true and correct copies of the original personal tax returns as submitted to the IRS and any other applicable entities.	NOT attached
Attach Fax	Documented proof of sources of capitalization and investments		Cancelled checks (both sides), bank statements, purchase receipts, any loan agreements, etc.	NOT attached
			-	NOT attached

Select "Fax"



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FAX COVERSHEET

4/7/2014

B2Gnow



Instructions to Applicant

1. Fax this coverage and document package to **(480) 907-3882**.
2. After receiving the confirmation notice, access the application online and verify the document was fully received and attached.
3. Resend the fax, if necessary, to ensure a complete document is attached.



NEW APPLICATION

Certification Application Number: 1559035

New York State

Applicant's Name: **Certification Made Easy**

Document #: **1**

Document Name: **Certification Application Notarization (New Application)**

Document Status: **Mandatory**

Document Description/Instructions: **Download, print, sign, notarize and provide this affidavit with your application.**

20292953_1559035_00748952

<https://nynewyorkcontracts.com/Functions/Certification/Vendor/CertAppDocumentListFaxEnd.asp?XD=88586CAID=430176CAFD=748952>

3/3

Each time “Fax” is selected, a new fax coversheet will be generated. Applicant must place coversheet on corresponding document.



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“LOCK IN” REQUIRED DOCUMENTS



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Logout

Show All

Hide All

Logged on as:
Harlan Pruden,
Certification Made
Easy

The page at <https://ny.newnycontracts.com> says:

Update selected documents?

OK Cancel

Required Documents

Required documents that are not relevant to your firm can be marked as **not applicable**. Please use caution when reviewing the document list as failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Attach each document below or check the box to indicate it is not applicable to your business; then click the **Lock In** button.

Document (Refresh)	Download Form	Document Description (Refresh)	Status (Refresh)
B2Gnew_FAX(13).pdf (PDF, 231.72 KB) View File Edit Info Delete File	Download	Download, print, complete (along with Social Security number), sign, date, and notarize the provided form. Click here to download instructions for filling out the Worksheet.	Attached by Harlan Pruden on 4/7/2014
<input type="checkbox"/> Personal Net Worth Worksheet, Attachment B for each minority or woman upon which certification is based that has a net worth exceeding \$1.3 million			
<input type="checkbox"/> Proof of gender (any government-issued identification)		Required for applicants for WBE or MWBE certification. Copy of passport, birth certificate, or any other official document.	NOT attached
<input type="checkbox"/> Proof of minority status as described in the definition of MBE under Article 15-A for for each Minority who has an ownership interest in the applicant firm		Required for applicants for MBE certification and must explicitly state ethnicity or race. Valid forms of documentation include: Birth Certificate – yours or parent, or grandparent; Death Certificate – parent or grandparent; Tribal Card/Records; Military Records; Naturalization Papers – yours, parent or grandparent; official court rule specifically recognizing applicant's minority descent – yours, parent, or grandparent; any documentation issued by a Federal, State, or Local Government entity establishing that the applicant, the applicant's parent or grandparent is a member of a minority group as recognized under Article 15-A.	NOT attached
<input type="checkbox"/> All signed third party agreements including equipment rentals, purchase agreements, management, service agreements, etc.			NOT attached
<input type="checkbox"/> Any certification, decertification or denial of certification documentation		Out-of-State firms should attach copy of their home state certification, if similar process exists.	NOT attached
<input type="checkbox"/> Any employment agreements			NOT attached
<input type="checkbox"/> Copies of all licenses, permits, certifications, and/or accreditations utilized by this firm to conduct business, including those held by individual			NOT attached
<input type="checkbox"/> Copy of the New York State Vendor Tax Registration			NOT attached
<input type="checkbox"/> Signed lease Agreements or proof of ownership for office space, yard space, warehouse space, and/or equipment			NOT attached
<input type="checkbox"/> Vehicle registration(s) for all vehicles used for business purposes and/or charged to the Business			NOT attached
<input type="checkbox"/> Written request for exemption from disclosure regarding trade secrets			NOT attached

Step 1 – After all required documents have been attached, faxed or “Marked as Not Applicable”, select **“LOCK IN”** to complete this section.


Step 2 - Select **“OK”**



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RETURN TO MAIN PAGE FROM DOCUMENT LIST



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Logged on as:
Harlan Pruden,
Certification Made Easy

Certification Application: Document List

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Certification Made Easy
 Application Type: **New Application**
 Application Number: **1559035**

Application status: **Incomplete**
Application started: **4/7/2014**

Note that some documents are required due to the nature of your firm. Failure to submit the attachments without an explanation as to why any such attachment was not provided will result in a delay in processing and/or could result in denial.

Instructions for attaching files » [click here to show](#)

Note: this application allows faxing of documents to the system. To use this option, click the **Attach All Docs Via Fax** button below or any individual Fax link to display and print a fax cover page. Additional instructions will be included on the cover page.

All copies of contracts, agreements, and other documents requiring a signature to be valid must be submitted in their signed form.

Please note that as a condition of your application for certification, you are required to maintain in your office the original documents provided. New York State will review these original documents, including the signed and notarized certification affidavit, during the site visit, if applicable. Furthermore, New York State reserves the right to inspect in person and/or request original documents by mail of any supporting document at any time during the term of certification.

Status	
Document List Status	Incomplete: 0 attached of 13 mandatory; 0 attached, 3 not applicable of 15 required
Document Format	Electronic documents only. This document checklist is used to securely and confidentially attach electronic files to the application. [Clear document format selection]

[Refresh List](#)
[Attach All Docs Via Fax](#)
[Return](#)

Mandatory Documents

Mandatory documents cannot be marked as not applicable. All mandatory documents must be attached. Do not attach other files in lieu of the requested documents; doing so may result in denial of your application and/or delay in processing. If unsure how to proceed, please contact Customer Support.

Attach (Refresh)	Document (Refresh)	Download Form	Document Description (Refresh)	Status (Refresh)
Attach Fax	Certification Application Notarization (New Application)	Download	Download, print, sign, notarize and provide this affidavit with your application.	NOT attached

**Click on MAIN tab
or the RETURN
button to go back to
main application
page.**



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TAKING A BREAK FROM CERTIFICATION APPLICATION



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Returning to My Application

ny.newnycontracts.com



NEW YORK STATE Contract System



Governor's M/WBE Program

- Press Release
- Executive Order
- 2011 State of the State MWBE Clip
- 2012 State of the State MWBE Clip

Empire State Development

- Who We Are
- MWBE Division

Businesses

Want to Certify?

- Learn About Certification
- Apply for Certification
- Recertify
- Update Profile

Find NYS Contracting Opportunities

- Bid & Grant Opportunities

Welcome to the New York State Contract System!

New York State Works for MWBEs

New York is working harder than ever to make this state the place to do business.

This website is the gateway to attract and grow minority-owned and women-owned businesses.

The system makes the state certification process more user friendly and enables businesses to easily interact with the state agencies and authorities who are responsible for implementing the Minority- and Women-Owned Business Enterprises (MWBE) program.

System Access Login

Username:

Password:

Search for Certified Firms

- MWBE Directory

NYSCS Links

- Home/Login
- Contact Us & Support
- Password Reminder
- Account Lookup
- Outreach & Program Notices
- FAQs

Login



Division of Minority
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Copyright © 2013. All Rights Reserved.
The New York State Contract System is powered by B2Gnow Software.

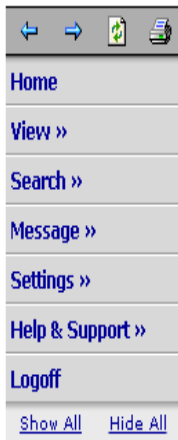
[Intro/Home](#)[Creating Acct](#)[Launching Application](#)[Application](#)[Attaching Documents](#)[Returning to App.](#)[Sign & Submit](#)[Other Profiles](#)

RETURNING TO APPLICATION – 1ST PAGE

← → ↻ <https://ny.newnycontracts.com/FrontPage/VendorMain.asp?XID=573> ☆ ☰



State of New York



Logged on as:
Harlan Pruden,
Certification Made
Easy

Welcome to our system!

Our system is designed to make data gathering simpler and faster. Please review the information below before continuing to ensure that you maximize your

Security

- » Change your password immediately if someone else set up your account.
- » Do not use someone else's account. Every person must have their own account. If you do not know how to set up a user account, please contact us through the messaging system: from the left menu, click **Message**, then **Contact System Support**.

Navigating

- » All system functions are available from the menu on the left. Just click any of the topics to view the subitems. This menu is visible at all times.
- » The page you will see after this welcome screen is your dashboard. It provides a quick summary of your assigned records, and identifies if immediate action is required.

Finding Records

- » If you need to find a particular record (contract, vendor, user, certification), the best place to start is Search. From the left menu, click **Search**, then select the type of record you need to find. For tips on searching the system, download the Quick Guide listed below.

Help & Support

- » Download the support guide in PDF format - [Download Support Guide](#).
- » Download the training manual in PDF format - [Download Training Manual](#).
- » More help options are available from the left menu under **Help & Support**, including our online help system, a Forums module, and messaging tools.

☒ Do not show this page again.

Continue

Select "Continue"



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RETURNING TO APPLICATION – 2ND PAGE



State of New York



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Logged on as:
Harlan Pruden
Certification Made Easy

Dashboard

Displaying records assigned to [your company](#)

Certification Applications

	Pending Submission	Pending Receipt	Pending Processing
Status	1	0	0

Certification Center

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

Key Actions

Apply/Renew/Update Certification

[Take a Training Class](#)
[1 Certification Applications pending](#)

→ Click this hyperlink

Alert

No Activated Alerts. [View Pending Alerts.](#)

System News

⚠ Special Features for Vendors

If your firm is certified (SBE, DBE, MBE, WBE, etc.), active records will appear in the "Certification Center" on the left side of this Dashboard. You can take two important actions:

1. [Add a date alert](#) to an active certification to remind you of an upcoming renewal. You can add multiple alerts to any active certification -- for example 90 days, 60 days, and 30 days before the renewal is due.
2. If your firm holds a certification that is not listed, [submit a missing certification request](#). Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date.

Training Classes & Events

Learn more about the system with our regular training classes and see upcoming events relevant to your business. [View details.](#)

» [View events & RSVP today](#)

Configure

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[EEO/Workforce Comp.](#)



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RETURNING TO APPLICATION – 3RD PAGE

← → ↻ <https://ny.newnycontracts.com/FrontPage/VendorMain.asp?XID=573> ☆ □ ☰

Vendor Profile: Certifications [Help & Tools](#)

Business Name: **Certification Made Easy**

[Main](#) [General Info](#) [Public Profile](#) [Users](#) [Commodity Codes](#) [Contacts](#) [Employees](#)

[Certifications](#) [Workforce Composition/EEO](#) [Questionnaires](#)

[Apply for Certification](#) [Request Missing Certification](#)

Current Certifications ?



No current certifications

Applications ?

Status	Application Number	App Type	Organization	Dates	Contact	Actions
Complete, Pending Signature	1559035	New Application	New York State	Started: 4/7/2014	Harlan Pruden	Process

Click "Process"

State of New York

← → ↻  

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[Logoff](#)

[Show All](#) [Hide All](#)

Logged on as:
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SIGN AND SUBMIT



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[Show All](#) [Hide All](#)

Logged on as:
Harlan Pruden,
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Easy

Certification Application: Main Summary

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Certification Made Easy
Application Type: New Application
Application Number: 1559035

Application status: **Complete, Pending Signature** > [Sign Application](#)
Application started: 4/7/2014

All sections have been completed and the application is complete. Click the Sign button to electronically sign the application.

[Help & Tools](#)

Need Help?

[Download Part 2 of
the user manual](#)
[Sign up for a
Training Class](#)

Application Information

Application Type	New Application
Certifying Agency	New York State
Business Name	Certification Made Easy
Current Status	Complete, Pending Signature > Sign Application
Application Number	1559035
Date for Deletion	7/6/2014 (Extend)
Contact Person	Harlan Pruden (Add user not on list)

Sections and Documentation

Section	Actions	Status
Company Profile	Process	Complete (Harlan Pruden, 4/7/2014): 16 completed of 16 required; 4 completed of 8 optional
Ownership Information for Sole Proprietorship	Process	Complete (Harlan Pruden, 4/7/2014): 1 completed of 1 required; 0 completed of 0 optional
Commodities and Services	Process	Complete (Harlan Pruden, 4/7/2014): 4 completed of 4 required; 0 completed of 0 optional
Business Operations	Process	Complete (Harlan Pruden, 4/7/2014): 6 completed of 6 required; 0 completed of 0 optional
Company's Assets & Liabilities	Process	Complete (Harlan Pruden, 4/7/2014): 7 completed of 7 required; 0 completed of 0 optional
Affiliations	Process	Complete (Harlan Pruden, 4/7/2014): 11 completed of 11 required; 0 completed of 0 optional
Outside Consultants	Process	Complete (Harlan Pruden, 4/7/2014): 2 completed of 2 required; 0 completed of 0 optional
Other Certifications	Process	Complete (Harlan Pruden, 4/7/2014): 1 completed of 1 required; 0 completed of 0 optional
Document List	Process	Complete: 13 attached of 13 mandatory; 3 attached, 12 not applicable of 15 required

Signature and Submittal

Section	Actions	Status
Signature	Sign	Pending
	Submit	

CONGRATULATIONS!!!

All that is left is to sign & submit your application.

Click "Sign"



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SIGNING APPLICATION



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Logged on as:
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Certification Application: Sign Application

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Certification Made Easy

Application Type: **New Application**Application Number: **1559035**Application status: **Complete, Pending Signature > Sign Application**Application started: **4/7/2014**

Under penalty of perjury, the person signing below: (1) warrants that he/she is authorized to submit this application for certification on behalf of the applicant firm, and (2) warrants that all documents, information, and statements contained in, attached to, or included with this application are true, accurate and complete as of the date furnished to the State. Submission of this form constitutes making the oath associated with notarization.

You authorize the State of New York or appointed designee to verify the accuracy of the statements contained within your application and supporting documentation to determine whether your firm meets the eligibility standards of the certification program.

*** required entry**

Electronic Signature	
Signature *	<input type="text"/>
(type your full, legal name)	
Your Title *	<input type="text" value="Director"/>
Your Organization *	<input type="text" value="Certification Made Easy"/>
Today's Date *	<input type="text" value="4/7/2014"/> (mm/dd/yyyy)

☐ By electronically signing this certification application, I hereby attest that the information contained herein and attached in electronic format is accurate and correctly represents the business, its owners, and its management.

Fill in your Name

Disclosure
Statement

Sign Application



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SUBMIT APPLICATION

Certification Application: Submit Application

Help & Tools



State of New York



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Logoff

Show All Hide All

Logged on as:
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Certification Made
Easy

Main Documents Signature Submit Utilities Cert List

Certification Made Easy

Application Type: New Application

Application Number: 1559035

Application status: **Complete & Signed, Pending Submittal** > [Submit Application](#)

Application started: 4/7/2014

Submit Your Application

If you are ready to submit your application, check the box below and click **Submit Application**. Once submitted, the application cannot be edited.

☐ By submitting this certification application, I acknowledge individually, and on behalf of the applicant business, the policies, rules, and requirements of the program.

Submit Application

OR

View Your Application

View and Print Application

Edit Your Application

Edit Application

Review, and Print
Application

Edit Application

When application is
SUBMITTED – no
changes can be made
to the application.

NOTE: After firm clicks “Submit Application” - application goes through intake process to check for completeness before it is “RECEIVED” by the Division of Minority & Women’s Business Development



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3 Interrelated **BUT NOT** Interconnected Accounts

Three (3) Accounts/Profiles
(Each requiring its own separate ACTION)

New York State
Contract SYSTEM
(**updating**) Vendor
Profile

New York State
Contract SYSTEM
Certification Account

New York State
Contract
REPORTER



NYS CONTRACT SYSTEM VENDOR PROFILE



State of New York

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Logged on as:

Harlan Pruden,
Certification Made
Easy

Dashboard

Displaying records assigned to **your company**

Certification Applications

	Pending Submission	Pending Receipt	Pending Processing
Status	1	0	0

Certification Center

⚠ If your firm holds active certifications (SBE/MBE/WBE/DBE/HUB/etc) from any organization, [submit a request](#) to add them to your account.

Key Actions

[Apply for Certification](#)[Take a Training Class](#)

Alert

No Activated Alerts. [View Pending Alerts.](#)

System News

Special Features for Vendors

If your firm is certified (SBE, DBE, MBE, WBE, etc.), active records will appear in the "Certification Center" on the left side of this Dashboard. You can take two important actions:

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2. If your firm holds a certification that is not listed, [submit a missing certification request](#). Our customer support team will review the supporting documentation and take action to add the record to ensure your profile is complete and up-to-date.

Training Classes & Events

Learn more about the system with our regular training classes and see upcoming events relevant to your business. [View details.](#)

[» View events & RSVP today](#)

Configure

[Change Your Password](#)[Edit Your User Account Settings](#)[Business Info](#)[Profile Setup](#)[List/Add Users](#)[Main Contacts](#)[Commodity Codes](#)[EO/Workforce Comp.](#)

Select "Profile Setup"



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NYS CONTRACT SYSTEM VENDOR PROFILE

← → ↻ <https://ny.newnycontracts.com/FrontPage/VendorMain.asp?XID=3130> ☆ 📄 ☰



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- [Settings »](#)
- [Help & Support »](#)
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Harlan Pruden,
Certification Made
Easy

Vendor Profile: Public Profile Setup

Help & Tools ✖

Business Name: **Certification Made Easy**

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As a vendor you can maintain a profile page that other users can view when evaluating your business. Enter the information below exactly as you would like another user to see it. To check the appearance of your profile page, click the **View** button. Changes are **NOT** saved until you click the **Save** button.

Spell Check View **Save** Cancel

* required entry

Business Information

Business Name Certification Made Easy
Address 633 Third Ave
 33rd fl
 new york, NY 10017

Order Information

Enter your order contact information and availability. If you are closed on the weekend, select the **Closed** checkbox.

Phone * 646 351-7360 Ext.

Fax 646 803-3838

Email hpruden@gmail.com

Hours *

Monday - Friday

Open: 1 00 am Eastern Timezone

Close: 1 00 am

Saturday

☐ Closed

Open: 1 00 am Eastern Timezone

Fill in the required information. When completed, click "Save" to return to the MAIN SUMMARY page.



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3 Interrelated **BUT NOT** Interconnected Accounts

Three (3) Accounts/Profiles
(Each requiring its own separate ACTION)

**New York State
Contract SYSTEM
Vendor Profile**

**New York State
Contract SYSTEM
Certification Account**

**New York
State Contract
REPORTER**



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NYS CONTRACT REPORTER

Services News Government

Opportunities posted today

30

Opportunities posted in the last 7 days

163

Total available opportunities

780

The New York State Contract Reporter

NYS' official source of contracting opportunities
Bringing business and government together

Log In

Sign up and register for your free account!

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www.NYSCR.ny.gov

For assistance and questions contact

Christine McCann
(518) 292-5100

Or use the “Contact Us” in the Contract Reporter after you sign-in



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MWBE CERTIFICATION MADE EASY

Questions & Answers



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MWBE HELP DESK

(212) 803-2414 or (855) 373-4692

MWBEcertification@esd.ny.gov

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